

# **Virginia Judicial System Court Self-Help**



Resources for Self-Represented Litigants in Virginia

selfhelp.vacourts.gov

---

## **Circuit Court - Forms for Civil Actions**

### **Where can I find court approved forms?**

The Virginia Judicial System has a number of forms for each court available on the court's form page. You can also access forms by entering the form number or a keyword in the search box on the court's form page, which is located in the upper right hand corner of each page above the navigation column.

## **Circuit Court**

### **General**

Cover Sheet for Filing All Civil Actions (Form # CC-1416)

- <http://www.courts.state.va.us/forms/circuit/cc1416.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1416inst.pdf>

Notice of Commencement of Action and Request for Waiver of Service of Process (Form # CC-1433)

- <http://www.courts.state.va.us/forms/circuit/cc1433.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1433inst.pdf>

### **Fees**

Petition for Proceeding in Civil Case Without Payment of Fees or Costs (Form # CC-1414)

- <http://www.courts.state.va.us/forms/circuit/cc1414.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1414inst.pdf>

## **Enforcement**

Motion for Civil Show Cause Summons or Capias (Form # CC-1458)

- <http://www.courts.state.va.us/forms/circuit/cc1458.pdf>

Judgment Lien Docket—Subsequent Entries (Form # CC-1462)

- <http://www.courts.state.va.us/forms/circuit/cc1462.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1462inst.pdf>

Authorization for Release of Judgment Lien (Form # CC-1463)

- <http://www.courts.state.va.us/forms/circuit/cc1463.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1463inst.pdf>

Suggestion for Summons in Garnishment (Form # CC-1485)

- <http://www.courts.state.va.us/forms/circuit/cc1485.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1485inst.pdf>

## **Service**

Acceptance of Service of Process and Waiver of Future Service and Notice (Form # CC-1406)

- <http://www.courts.state.va.us/forms/circuit/cc1406.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1406inst.pdf>

Service Other Than by Virginia Sheriff (Form # CC-1407)

- <http://www.courts.state.va.us/forms/circuit/cc1407.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1407inst.pdf>

Affidavit for Service of Process on the Secretary of the Commonwealth (Form # CC-1418)

- <http://www.courts.state.va.us/forms/circuit/cc1418.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1418inst.pdf>

## **Property (Debt)**

Certificate of Partial Satisfaction (Form # CC-1501)

- <http://www.courts.state.va.us/forms/circuit/cc1501.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1501inst.pdf>

Certificate and Affidavit of Satisfaction (Form # CC-1505)

- <http://www.courts.state.va.us/forms/circuit/cc1505.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1505inst.pdf>

Certificate of Release of Memorandum of LIS Pendens/ Attachment (Form # CC-1510)

- <http://www.courts.state.va.us/forms/circuit/cc1510.pdf>

Memorandum for Mechanic's Lien Claimed By General Contractor Under Virginia Code §43-5 (Form # CC-1512)

- <http://www.courts.state.va.us/forms/circuit/cc1512.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1512inst.pdf>

Memorandum for Mechanic's Lien Claimed By Subcontractor Under Virginia Code §43-7 (Form # CC-1513)

- <http://www.courts.state.va.us/forms/circuit/cc1513.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1513.pdf>

Memorandum for Mechanic's Lien Claimed By Subcontractor Under Virginia Code §43-9 (Form # CC-1514)

- <http://www.courts.state.va.us/forms/circuit/cc1514.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1514inst.pdf>

Certificate of Release of Mechanics Lien (Form # CC-1515)

- <http://www.courts.state.va.us/forms/circuit/cc1515.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1515inst.pdf>

Certificate of Transfer (Form # CC-1520)

- <http://www.courts.state.va.us/forms/circuit/cc1520.pdf>

Certificate of Extension by Deed of Trust (Form # CC-1525)

- <http://www.courts.state.va.us/forms/circuit/cc1525.pdf>

## Miscellaneous

Affidavit Regarding Manufactured Home (Form # CC-1560)

- <http://www.courts.state.va.us/forms/circuit/cc1560.pdf>

Virginia Land Records Cover Sheet (Form # CC-1570)

- <http://www.courts.state.va.us/forms/circuit/cc1570.pdf>

Confession of Judgment/Certification of Clerk (Form # CC-1420)

- <http://www.courts.state.va.us/forms/circuit/cc1420.pdf>
- Instructions: <http://www.courts.state.va.us/forms/circuit/cc1420inst.pdf>

---

Printed: April 22, 2021

<http://selfhelp.vacourts.gov/node/47/circuit-court-forms-civil-actions>

©Virginia Judicial System Court Self-Help